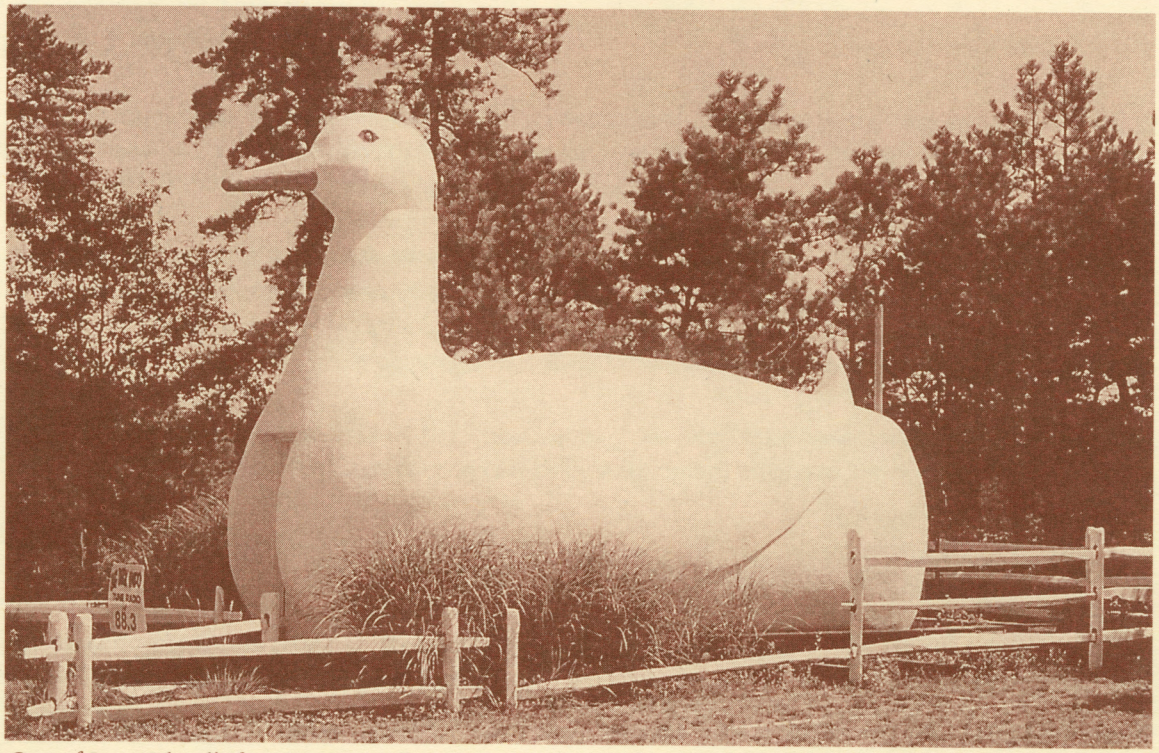
BUCKS, BYTES & BASICS



One of Long Island's favorite pieces of roadside art, the Big Duck was hatched in 1931 as a Riverhead farmstand where ducks and duck eggs were sold. This unique piece of roadside kitsch is 20 feet tall and made of 16,500 pounds of wood, stucco and wire. Photo courtesy of the Hofstra University Archives.

FALL MEETING 1999

Hauppauge, Long Island, NY
Wyndham Wind Watch Hotel
& Hamlet Golf Club

November 11–13, 1999

MARAC

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

FALL 1999 CONFERENCE

MARAC
MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

Welcome Message

Welcome to Long Island

On behalf of the Local Arrangements Committee, I want to welcome you to Long Island. We are very pleased that MARAC finally has journeyed to the eastern-most part of the Mid-Atlantic Regional. We hope that it won't take another twenty-five years for MARAC to pay a return visit!

The Local Arrangement Committee has done everything it could think of to make your stay an enjoyable and educational one. In particular, we hope you will get out and about on the Island to experience first hand some of the reasons why we've made this our homes — historic sites, beautiful parks, easy access to the ocean beaches, boating on the Long Island Sound, close proximity to New York City, and numerous other suburban amenities.

Please feel free to call upon any members of the committee if we can be of assistance. In additions, the many members of the Long Island Archives Conference can help with travel suggestions or directions.

Once again, welcome to the "Island."

Greg Hunter
Chair, Local Arrangements Committee
Palmer School of Library and Information Science
Long Island University

Committee Members

Program Committee

David Carmicheal, *Chair*
Jim Folts
Tom Frusciano
Ed Galloway
Russ Gasero
Tom Hollowak
Dan Jones
Alan Kowlowitz
Holly MacCammon
Alison L. Oswald
E. Eileen Parris
Ellen Pierce
Kathleen Roe
Tom Rosko
Cheryl L. Stadel-Bevans
Dan Stokes
Anke Voss-Hubbard

Local Arrangements Committee

Suzanne Adamko
Elaine Conner
Mary Cordato
Maimie Eng
Linda Fischer
Gregory S. Hunter, *Chair*
John Hyslop
Rosemarie Jerome
John LeGloahec
Sharon Pullen
Jo-Ann Raia
Mary Ann Reardon
John Rienzo
Edward P. Romaine
Thomas A. Saltzman
Elly Shodell
Geri Solomon
Jean Wassong

John LeGloahec, Rockefeller Archive Center, Meetings Coordinating Committee Liaison

Program design & production by Graphic Results, 703 536 8311

About Long Island

Three hundred years ago, Long Island was a land of farmers, families whose living depended on the fertile earth and their talent cultivating potatoes, corn, wheat and other crops. Thirty years ago, Long Island began growing a new crop — the early biotech and technology firms that now are a dominant industry here. Today, Long Island is an area of rich diversity, unified by a still-strong connection to the sea and land.

Science has long been part of the Island's riches. Many of the nation's top geneticists were nurtured in the labs and conference halls dotting the shoreline at the Cold Spring Harbor laboratory. World-renowned physicists have probed the atom's core at large research facilities scattered throughout the scrub oak at Brookhaven National Laboratory in Upton. Four Nobel prizes have been awarded for work at Brookhaven and three at Cold Spring Harbor.

When it comes to transportation, the Island is a place of many firsts: from the countless records set by the fearless early aviators (including Charles Lindbergh) who flew from the airfields of Nassau County, to the groundbreaking Long Island Motor Parkway, William K. Vanderbilt II's 45-mile prototype of the nascent American highway. Long Island was also the birthplace of the modern American suburb (Levittown) and helped shape the shopping mall's place as a 20th-century village green.

In terms of the MARAC conference location, Hauppauge was the name given by Native Americans to the area around the headwaters of the Nissequogue River. Hauppauge means "overflowed land" in the Algonquin language. Long an area of farms, in this century Hauppauge has become a center for state and county office buildings as well as business and industry. From this key location, sites of historical and cultural interest spread to both the east and west.

The source for the above information, and much more about Long Island, is the award-winning Newsday local history Website: www.lihistory.com

Exhibitors—

1-877-File-Box
Conservation Center for Art and Historical Artifacts
Conservation Resources International
Custer Award Committee
Film Technology Company
Hollinger Corporation
Hudson Microimaging
IMR
Imaging & Microfilm Access
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THURSDAY, NOVEMBER 11

Records Management for Archivists
9:00 am - 3:00 pm W1

This workshop is designed to provide an overview and introduction to Records Management for Archivists. Concepts such as life-cycle management, the relationship of retention scheduling to appraisal, inactive records management, and managing active records will be discussed.

INSTRUCTOR: **Thomas J. Ruller**, *Associate Programmer Analyst*, New York State Education Department.

Bringing Home the Bacon: Strategies and Sources for Funding the Archives
9:00 am - 3:00 pm W2

This workshop will focus on developing a comprehensive program to underwrite the archival activities of any institution. The leader will advocate the holistic approach to archival support enunciated by Elsie Freeman Finch in Advocating Archives: "Use is our reason for being. And, if archives are properly explained and made reasonably accessible, they will be used and likely be funded."

Among the topics to be covered: putting your house in order as a first step; dealing with resource allocators; building alliances within your organization; developing relationship with private donors, foundations and grants-giving agencies; dealing with the media and other public relations aspects of funding; creating potential marketing strategies; considering microform sales and the delicate matter of selling gifts. The instructor of this workshop took over a sleepy archival operation in 1990, more than doubled its staffing, reshaped the library's image on campus and beyond, and raised over $1 million from a wide variety of sources.

INSTRUCTOR: **Ben Primer,** *University Archivists and Curator of Public Policy Papers*, Seelcy G. Mudd Manuscript Library, Princeton University

Converting to Encoded Archival Description (EAD): Scenarios and Options
12:00 pm - 3:00 pm W3

This workshop will provide an overview of methods for converting legacy data to — and authoring directly in , EAD. Topics covered include assessing finding aids for conversion; various methods of conversion (from legacy printed, legacy online/databases, native EAD creation, and conversion services); and the extra pieces needed to make an EAD system work.

SPEAKER: **Timothy Young**, *Chair, EAD RoundTable, SAA. Archivist, Beinecke Rare Book & Manuscript Library*, Yale University

The Nuts and Bolts of Writing a Successful Grant Proposal
9:00 am - 1:00 pm W4

This workshop will focus on the primary elements which make up a successful grant proposal. Participants will learn how to develop a grant proposal to meet the specific requirements of a variety of private and public funding sources, "fine tune" proposals in order to make a good first impression, and develop cooperative projects which may improve an institution's chances of receiving funding. Ample opportunity will be available for sharing ideas for potential grant proposals and determining how these ideas might best be presented through a grant proposal.

INSTRUCTOR: **Daniel Stokes**, *Program Officer*, National Historical Publications and Records Commission

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Sessions

FRIDAY, NOVEMBER 12

Locating Grant Sources and Obtaining Grants
9:00 am - 10:30 am S1

Many archives are able to sustain some level of basic services through their general budgets. Special projects, such as the processing of a backlog of records or improving the conditions under which records are stored, usually require supplementary resources. In addition, outside funding is often required in order to initiate a records program within an institution. During this session, information will be shared regarding how various institutions have located and obtained grant funding.

CHAIR: **Daniel Stokes**, *Program Officer*, National Historical Publications and Records Commission
SPEAKER: **David Weinberg**, *Program Manager, Reimbursable Records Center Program*, National Archives and Records Administration; **Joyce Ray**, *Director, Office of Library Services*, Institute for Museum and Library Services; **Ron Becker**, *Head, Special Collections*, Rutgers University

Raising Awareness Through Public programs
9:00 am - 10:30 am S2

This session will examine the issues involved in creating programs to stimulate interest in archives. Archivists representing government, academic and private institutions will describe their own experiences and the types of programs they have implemented.

CHAIR: **Holly MacCammon**, *Regional Archivist, Documentary Heritage Program*, Metropolitan New York Library Council.
SPEAKERS: **Diana Maull**, *Assistant Deputy for Archives*, Westchester County Archives; **Stephen E. Novak**, *Head, Archives & Special Collections*, Columbia University, Health Science Library; **Richard C. Wandel**, *Archivist*, National Archive of Lesbian & Gay History, and *Archivist*, New York Philharmonic.

Archival Continuing Education: Can We Do It Better?
9:00 am - 10:30 am S3

A variety of regional, state, and national organizations offer continuing education relating to historical records. And they offer it to many constituents, from archivists to museum curators, to librarians, to genealogists, to historians and beyond. With all those groups offering all those workshops to all those constituents, there are many opportunities for collaboration, sharing information, and just communicating about continuing education alternatives, successes, and challenges. The Council of State Historical Records Coordinators (COSHRC) is planning a National Forum on Archival Continuing Education in April 2000. For the Forum, COSHRC is seeking advice, suggestions, and ideas on needs, opportunities, and direction for archival continuing education from people in the MARAC region. This session will be a discussion forum for those interested in providing input on how to improve archival continuing education in the future.

DISCUSSION LEADERS: **Danna Bell-Russel**, *Co-Chair, SAA's Committee on Education and Professional Development*, Library of Congress; **Kathleen Roe**, *Program Chair, COSHRC National Forum on Archival Continuing Education*, New York State Archives and Records Administration

Virtual Archives
9:00 am - 10:30 am S4

This session will explore various types of archival resources available on the Web. One of the presentations will discuss the development of an on-line tutorial. The speaker will demonstrate parts of the tutorial and discuss the choices that were made in the creation process and evaluate the effectiveness of the tutorial. The session will also summarize the creation, management, and use of HELIOS and provide the audience a feel for the challenge faced when attempting to digitize 1 million pages. The speaker will share project and user statistics and discuss what has been learned by the project team. The session will also address the metamorphosis of an on-line exhibition program. Speakers will discuss how the tools of the world wide web can be a means to expand the interpretive experience for exhibition visitors.
CHAIR: **Patrizia Sione**, *Reference Archivist, Kheel Center for Labor-Management Documentation & Archives*, Cornell University
SPEAKERS: **Edward A. Galloway**, *Heinz Archivist, Senator H. John Heinz III Archives*, Carnegie Mellon University Libraries; **Diane Kaplan**, *Archivist, Manuscripts & Archives*, Yale University Library; **Patricia Tuohy**, *Exhibit Program Manager*, National Library of Medicine

FRIDAY, NOVEMBER 12

Luncheon with Speaker, the Honorable Bernadette Castro

12:15 pm - 1:30 pm

The luncheon speaker will be the Hon. Bernadette Castro, the Commissioner of the New York State Department of Parks, Recreation and Historic Preservation. Ms. Castro will talk about public-private partnerships as well as her department's efforts to preserve the papers of Robert Moses.

Creating and Funding Cooperative Projects

1:45 pm - 3:15 pm S5

This session will describe the elements that are involved in the implementation and financing of various types of cooperative projects. Participants will discuss the formulation of ideas, the relationships that were formed, components of projects and other related issues.

CHAIR: **Holly MacCammon**, *Regional Archivist, Documentary Heritage Program*, Metropolitan New York Library Council.
SPEAKERS: **Julie C. Moffat,** *Archivist/Historian*, Prospect Park Alliance Archives; **Eric Pumroy,** *Head of Special Collections, Mariam Coffin Canaday Library*, Bryn Mawr College, **Geri E. Solomon**, *University Archivist*, Hofstra University

Access vs. Privacy in Government Archives: Policy, Practice and Issues of Concern

1:45 pm - 3:15 pm S6

Speakers from national, state, and local government archives will review the freedom of information and personal privacy laws and regulations that govern access to the historical records in their archives. They will discuss current procedures for providing legal access to civilian (non-classified) records, and provide case examples that illustrate the occasional tensions between the rights of access and privacy.

MODERATOR/COMMENTATOR: **Robert C. Morris,** *Director, National Archives* — Northeast Region.
SPEAKERS: **Kenneth Cobb**, *Director, Municipal Archives*, New York City Department of Records and Information Services; **James D. Foltz,** *Head, Reference Services*, New York State Archives and Records Administrations; **Mary Ronan**, *Freedom of Information and Privacy Act Officer*, National Archives and Records Administration

Diamonds in the Rough: Documenting Collections of Fine Art

1:45 pm - 3:15 pm S7

The focus for this session is on three prominent Americans who over their celebrated lifetimes amassed large collections of art. In exploring the diversity and depth of the documentation of these collections, the panelists will also examine the divisions that can exist between "institutional" and "personal manuscript" collections. Those who attend the session will have a better understanding of these three individuals, and will be made aware of the ways in which they acquired and maintained extensive art collections, and how the collections were documented. Attendees with responsibility for art-related materials will find useful the discussion of the arrangement, description, and research value of the three examples.

CHAIR: **Deborah Wythe,** *Archivist*, Brooklyn Museum of Art
SPEAKERS: **Sally Bexal,** *Archivist*, The Frick Collection and Frick Art Reference Library; **Marisa Keller,** *Archivist*, Corcoran Gallery of Art; **John LeGloahec**, *Archivist*, Rockefeller Archive Center

Data Migration Strategies for Archival Electronic Records

1:45 pm - 3:15 pm S8

In recent years, libraries and archives have rushed to digitize their collections, or have accessioned massive amounts of information "born digital." Since technology stands still for no one, how will libraries and archives cope with maintaining and managing electronic data over time? This session will explore how three institutions have addressed this issue and migrated digital information from one system to another.

CHAIR: **Bagrielle V. Michalek**, *Head of University Archives*, Carnegie Mellon University libraries

Sessions

FRIDAY, NOVEMBER 12

Speakers: **John Mark Ockerbloom**, *Digital Library Architect and Planner*, University of Pennsylvania Libraries; **Elizabeth Roderick**, *Manager, Digital Library Program, Collection Management Services Division*, The Library of Virginia

Resourceful Local History Collections

3:45 pm - 5:15 pm S9

The session will explore the challenge of gathering resources for managing various types of archival collections. The speakers will discuss their resourcefulness in managing archival collection, in a small public library, a historic house museum, and an award-winning archives program in one of the smallest counties in New York. Topics will include gathering support from a variety of resources, gaining and keeping community and institutional support, and staffing, including the role of volunteers and student interns.

CHAIR: **Tema Harnick,** *Administrative Consultant,* Lower Hudson Conference of Historical Agencies & Museums
SPEAKERS: **John Fox**, *Archival Assistant*, Putnam County, Historian's Office; **Myrna Sloam,** *Archivist*, The Bryant Library; **Julia M. Warger**, *Interpretive Programs Assistant*, John Jay Homestead Historic Site

Educational Uses of Archival Materials

3:45 pm - 5:15 pm S11

Three educators will discuss how they have used archival materials to inspire students at every level (elementary school through college), and how personal and public documents can be used to create a sense of community history.

CHAIR: **Diana Maull,** *Assistant Deputy for Archives,* Westchester County (NY) Records & Archives Center
SPEAKERS: **Marian J. Matyn**, *Archivist,* Clarke Historical Library, *Assistant Professor,* Central Michigan University; **Larry Spruill,** *Mt. Vernon School Administrator and City Historian*, City of Mt. Vernon, New York; **Marilou Abramshe,** *Principal*, St. Columbanus School, Cortlandt Manor, NY

Jumping In: Getting Started with Electronic Records in Academic Institutions

3:45 pm - 5:15 pm S10

Tackling electronic records can seem overwhelming when one is getting started. The presenters will describe what they have done at their institutions to begin working with archival electronic records.

CHAIR: **Albin Wagner**, *Chief, Bureau of Records Management*, New Jersey Division of Archives and Records Management.
SPEAKERS: **Anne Marie Phillips**, *Assistant University Archivist*, Yale University; **Diane Windham Shaw**, *College Archivist*, Lafayette College; **Cheryl L. Stadel-Bevans,** *Electronic Records Archivist*, Koch Library, Cornell University

EAD: Experiences from the Trenches

3:45 pm - 5:15 pm
S12

The adoption of the Encoded Archival Description (EAD) standard to create and deliver electronic access to finding aids has impacted the way archivists and curators approach their descriptive practices. The move from paper-based finding aids to SGML and XML raises questions of standardization, delivery work-flow issues, and technical requirements. This session will offer three institutional perspectives and present views on implementation, standardization, educational requirements, and technical capabilities needed to deliver EAD instances over the World Wide Web.

CHAIR AND COMMENTATOR: **Thomas J. Frusciano,** *University Archivist,* Rutgers University.
SPEAKERS: **Cara Brick**, *Archivist*, New York University Mellon Project at The New-York Historical Society; **Terry Catapano**, *Archivist and Digital Collections Librarian*, Center for Electronic Text in Humanities, Scholarly Communications Center, Rutgers Universities Libraries; **David Ruddy**, *Archivist*, Cornell Institute for Digital Collections.

FRIDAY, NOVEMBER 12

Reception at the Seminary of the Immaculate Conception
6:00 pm – 8:00 pm

This romanesque-style architectural wonder is situated on 200 acres in exclusive Lloyd Harbor. It was built in 1930 and since that time has prepared local young men for the Roman Catholic priesthood. Attendees will have the opportunity to tour the building and see the new facility for the Diocesan Archives of the Diocese of Rockville Centre, which is quickly becoming a model for other religious archives. The reception will be a hearty buffet of Italian specialties, fruit and cheese, baked brie, crudités, grilled vegetables, breads, hummus and moutabel, artichoke and bean salads, cookies, and beverages including beer and wine.

SATURDAY, NOVEMBER 13

A Lot to Do in a Little Time: Report of the NYU Mellon Project at The New-York Historical Society
9:45 am - 11:15 am S13

An extensive project, managed by New York University and funded by the Mellon Foundation, to provide improved access to the library, manuscript, and print room holdings of The New-York Historical Society Library, began in the fall of 1997. This session will review the progress of the project and in particular the progress of cataloging and processing the Society's visual materials and manuscript collections. The session should provide insight into inter-institutional collaboration including definition of goals and priorities, allocation of resources, and managing the complexities of multi-faceted projects.

MODERATOR: **Nancy Cricco**, *University Archivist*, New York University
SPEAKERS: **Margaret Heilbrun,** *Library Director*, The New-York Historical Society; **Janet Murray,** *Senior Archivist for Visual Materials*, NYU/New-York Historical Society Mellon Project; **Tom Rosko**, *Senior Archivist for Manuscripts*, NYU/New-York Historical Society Mellon Project

Internships: Practical Learning Experiences on the Road to Becoming an Archivist
9:45 am - 11:45 am S14

This session will address the significance and value of the practicum/internship experience in archival education. Internships foster the archival profession by offering learning opportunities to students pursuing careers as archivists. Peter J. Wosh, Director of the Archives Program at New York University will chair this session and provide commentary on the larger issues surrounding the internship experience such as what is the value of an internship? Why do an internship? How does it complements the classroom experience? Alison L. Oswald of the Archives Center, National Museum of American History will discuss the programmatic elements of the Archives Center Internship Program; selection process, orientation process, preservation kits, project assignments, stipends, tours, staff meetings, intern presentations, exit interviews, and staff evaluations. Students who have held internships at the Archives Center and in other repositories will join the panel to discuss their experience.

PANELISTS: **Juliette Arai,** *Archivist*, Senator Ted Stevens Office; **Teresa Mora,** *Student*, New York University; **Alison L. Oswald**, *Archivist*, National Museum of American History, Archives Center; **Peter J. Wosh,** *Director, Archives Program*, Department of History, New York University

Copyright and Fair Use in the Electronic World
9:45 am - 11:15 am S15

With the explosive increase in the volume of materials available over the World Wide Web, on CDs, and through other electronic media, questions of copyright, fair use, and reproduction permission have become increasingly complicated. Presenters will provide information on recent developments in this area and how these developments have affected their institutions.

SPEAKER: **Margaret Welch,** *Associate Librarian, Visual Resources*, Winterthur Library

Sessions

SATURDAY, NOVEMBER 13

Marketing the Archives to Parent Institutions

11:30 am - 1:00 pm S16

An archives needs financial and administrative support from the institution it serves. That need, however, is not always reflected in reality. Many archives find themselves in financial difficulty and are treated as frills by their parent institutions. It falls to archivists to present the archives as a positive benefit and an essential function. This session highlights different creative approaches to marketing the importance of the archives to a parent institution.

CHAIR: **Mindy Gordon**, *Archivist*, Rockefeller Archive Center
SPEAKERS: **Joann E. D'Esposito**, *Reference and Special Collections Librarian*, Guggenheim Library, Monmouth University; **Rebecca Fitzgerald**, *Archivist*, History Associates; **Robert Johnson-Lally**, *Archivist/Research Manager*, Archdiocese of Boston

You've Got a Friend: Organizing and Working with Friends Groups

11:30 am - 1:00 pm S17

Three participants and a chair will take part in a roundtable discussion about friends and advocacy groups. They represent or work with university alumni, a friends of state archives group, and a general history advocacy organization. Session participants' remarks will be brief and informal to encourage and leave time for audience questions and comments.

CHAIR: **Richard Waldron**, *Executive Director*, New Jersey Historical Commission.
PANELISTS: **David Cowell**, *Professor of Political Science*, Drew University; **Jackie Esposito**, *Assistant University Archivist*, Penn State University Archives; **Christine Ward**, *Chief Archivist*, New York State Archives and Records Administration.

Long Island: Our Story

11:30 am - 1:00 pm S18

A roundtable discussion about how to use archives to popularize local history.

CHAIR: **Howard Schneider**, *Managing Editor, Newsday*
PANELISTS: **Beth DeCarbo**, *Website Administrator, Newsday*; **George DeWan**, *Reporter, Newsday*; **Gina Martorella**, *Researcher, Newsday*

Gateways to the Past, Present and Future: Practical Guidelines to Secondary Uses of Electronic Records

11:30 am - 1:00 pm S19

The University at Albany's Center for Technology in Government, in partnership with the New York State Archives and Records Administration, was awarded a National Historical Publications and Records Commission (NHPRC) grant to address critical electronic records research issues. The project explores methods for ensuring long-term access to electronic records of outstanding social, cultural, and informational value for secondary research. It also looks into the use of innovative resource-sharing approaches and emerging technologies to reduce the cost of preservation, access, and use. The applied research will yield practical tools with wide applicability across both public and private sector organizations. This session will include an overview of the project, a presentation of the Gateways Integrated Research Plan (GIRP), and the description of an archival appraisal of an electronic data system prototype.

CHAIR: **Meghan Kiernan**, *Project Management Specialist*, Center for Technology in Government
SPEAKERS: **Fiona Thompson**, *Research Assistant*, Center for Technology in Government; **Richard Sloma**, *Archives and Records Specialist*, Center for Technology in Government

Schedule-at-a-Glance

WEDNESDAY, NOVEMBER 10

9:00 p.m. – 12:00 a.m. "Early Bird" Hospitality Suite and Pick up of Packets for Pre-registered Attendees
Suite 328

THURSDAY, NOVEMBER 11

8:00 a.m. – 6:00 p.m. REGISTRATION

9:00 a.m. – 1:00 p.m. **W1: The Nuts and Bolts of Writing a Successful Grant Proposal**
Gardiner's Island

9:00 a.m. – 3:00 p.m. **W2: Bringing Home the Bacon: Strategies and Sources for Funding the Archives**
Fire Island

9:00 a.m. – 3:00 p.m. **W3: Records Management for Archivists**
Fisher's Island

10:30 a.m. – 10:45 a.m. BREAK

12:00 noon – -3:00 p.m. **W4: Converting to Encoded Archival Description (EAD): Scenarios and Options**
Salon H

8:00 a.m. – 5:00 p.m. **Tour 1: Long Island Wine Country**
Meet in main lobby

MARAC Golf Tournament
Meet at golf clubhouse.
Registrants will be informed of tee times in advance

8:00 a.m. – 12:00 noon **Tour 2: Historic Cold Spring Harbor**
Meet in main lobby

1:00 p.m. – 5:00 p.m. **Tour 3: Vanderbilt Museum**
Meet in main lobby

2:00 p.m. – 4:00 p.m. **Meetings Coordinating Committee**
Gardiner's Island

3:00 p.m. – 4:00 p.m. **Arline Custer Awards Committee**
Fire Island

3:00 p.m. – 4:00 p.m. **Finding Aids Committee**
Fisher's Island

3:00 p.m. – 4:00 p.m. **Outreach Committee**
Salon H

4:00 p.m. – 5:00 p.m. **Nominating Committee**
Gardiner's Island

4:00 p.m. – 5:00 p.m. **Education Committee**
Fire Island

4:00 p.n. – 5:00 p.m. **Publications Committee**
Fisher's Island

4:00 p.m. – 5:00 p.m. **Finance Committee**
Salon H

5:00 p.m. – 6:00 p.m. **Membership Committee**
Suite 328

5:30 p.m. – 9:30 p.m. **Steering Committee**
Block Island

9:00 p.m. – 12:00 a.m. **Hospitality Suite**
Suite 328

FRIDAY, NOVEMBER 12

8:00 a.m. – 5:00 p.m. REGISTRATION

8:00 a.m. – 5:00 p.m. VENDOR EXHIBITS
Salon G, H

8:00 a.m. – 9:00 a.m. CONTINENTAL BREAKFAST
Foyer A, B, C

8:00 a.m. – 9:30 a.m. **Program Committee, Spring 2000 Meeting**
Suite 328

Schedule-at-a-Glance

FRIDAY, NOVEMBER 12, *continued*

8:30 a.m. – 9:00 a.m. **New Member Orientation**
Salon E

9:00 a.m. – 10:30 a.m. **S1: Locating Grant Sources and Obtaining Grants**
Block Island

9:00 a.m. – 10:30 a.m. **S2: Raising Awareness Through Public Programs**
Fisher's Island/ Gardiner's Island

9:00 a.m. – 10:30 a.m. **S3: Archival Continuing Education: Can We Do It Better?**
Fire Island

9:00 a.m. – 10:30 a.m. **S4: Virtual Archives**
Salon E

10:30 a.m. – 11:00 a.m. BREAK
Sponsored by the Long Island Archives Conference (LIAC)

11:00 a.m. – 12:00 noon **New York Caucus**
Salon E

11:00 a.m. – 12:00 noon **New Jersey Caucus**
Block Island

11:00 a.m. – 12:00 noon **Pennsylvania Caucus**
Fisher's Island

11:00 a.m. – 12:00 noon **D.C. Caucus**
Gardiner's Island

11:00 a.m. – 12:00 noon **Maryland Caucus**
Fire Island

11:00 a.m. – 12:00 noon **Virginia Caucus**
Suite 328

11:00 a.m. – 12:00 noon **Delaware Caucus**
Meet in Lobby Lounge

11:00 a.m. – 12:00 noon **West Virginia Caucus**
Meet in Lobby Lounge

12:15 p.m. – 1:30 p.m. LUNCHEON
Salon A,B,C,D

1:45 p.m. – 3:15 p.m. **S5: Creating and Funding Cooperative Projects**
Fire Island

1:45 p.m. – 3:15 p.m. **S6: Access vs. Privacy in Government Archives: Policy, Practice and Issues of Concern**
Block Island

1:45 p.m. – 3:15 p.m. **S7: Diamonds in the Rough: Documenting Collections of Fine Art**
Fisher's Island/ Gardiner's Island

1:45 p.m. – 3:15 p.m. **S8: Data Migration Strategies for Archival Electronic Records**
Salon E

3:00 p.m. – 5:00 p.m. **Local Arrangements Committee, New Brunswick Meeting**
Suite 328

3:15 p.m. – 3:45 p.m. BREAK

3:45 p.m. – 5:15 p.m. **S9: Resourceful Local History Collections**
Fisher's Island/ Gardiner's Island

3:45 p.m. – 5:15 p.m. **S10: Jumping In: Getting Started with Electronic Records in Academic Institutions**
Block Island

3:45 p.m. – 5:15 p.m. **S11: Educational Uses of Archival Materials**
Fire Island

3:45 p.m. – 5:15 p.m. **S12: EAD: Experiences from the Trenches**
Salon E

6:00 p.m. – 8:00 p.m. RECEPTION, Seminary of the Immaculate Conception. *The first bus leaves the hotel at 5:15 p.m. The last bus will leave Huntington at 11:00 p.m. Additional information will be distributed in the registration packet.*
Buses leave from main lobby.

9:00 p.m. – 12:00 a.m. HOSPITALITY SUITE
Suite 328

Schedule-at-a-Glance

SATURDAY, NOVEMBER 13

8:00 a.m. – 1:00 p.m. REGISTRATION

8:30 a.m. – 9:30 a.m. BREAKFAST/BUSINESS MEETING
Sponsored by Northrop Grumman Corporation
Salon A,B,C,D

9:45 a.m. – 11:15 a.m. **S13: A Lot to Do in a Little Time: Report of the NYU Mellon Project at The New York Historical Society**
Block Island

9:45 a.m. – 11:15 a.m. **S14: Internships: Practical Learning Experiences on the Road to Becoming an Archivist**
Fisher's Island/ Gardiner's Island

9:45 a.m. – 11:15 a.m. **S15: Copyright and Fair Use in the Electronic World**
Salon E

11:15 a.m. – 11:30 a.m. BREAK

11:30 a.m. – 1:00 p.m. **S16: Marketing the Archives to Parent Institutions**
Fisher's Island/ Gardiner's Island

11:30 a.m. – 1:00 p.m. **S17: You've Got a Friend: Organizing and Working With Friends Groups**
Fire Island

11:30 a.m. – 1:00 p.m. **S18: Long Island: Our Story**
Block Island

11:30 a.m. – 1:00 p.m. **S19: Gateways to the Past, Present and Future: Practical Guidelines for Secondary Use of Electronic Records**
Salon E

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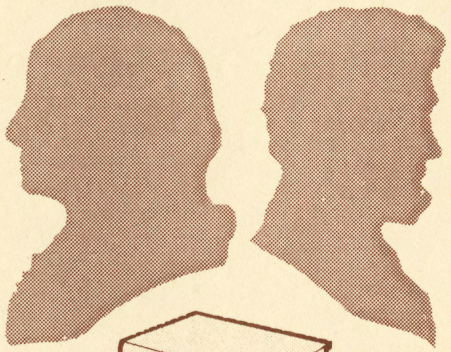

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